UTSA Vita User's Manual

In this manual you will find:

I. How to **log in** to DigitalMeasures.

II. How to **add a new item** in an activity.

III. How to **interpret data** in DigitalMeasures.

IV. General information.

Introduction

This manual organized to aid you in making and editing entries to your Vita and in completing your Annual Report in Digital Measures.

General advice and instructions are provided on the first four pages of the manual.

Page four of the manual provides instructions for each Vita category and subcategory about which you can report, in the order they are listed on the **Manage Your Activities** main menu. This document will also describe how to compile your vita, manage utilities, print a vita and log out.

Finally, the manual provides instructions for completing your Annual Report and for responding to your annual evaluation

Additional comments/descriptions you have added on a screen (that don't appear in the vita) will appear in the Annual Report. You should only have to provide a self-evaluation for each activity.

Access to DigitalMeasures

It is recommended that you use either **Internet Explorer** or **Firefox** as your browser when accessing DigitalMeasures. Google Chrome and Safari currently do not support the use of "widgets," which are needed for some functionality.

Log in to DigitalMeasures

How to Log In

1. In your preferred browser, go to the **UTSA home page** (http://utsa.edu/).
2. Click **myUTSA** at the top of the page.
3. Click **Faculty Career Portfolio (DigitalMeasures)** next to faculty/staff resources.
4. Select the **UTSA Faculty Portfolio image** on the upper right side of the page to reach the DigitalMeasures login page.

5. Log in using your **myUTSA ID (abc123) and Passphrase**.
6. If you are a faculty member, select **Manage Your Activities** from the left side menu.

7. Staff, department chairs and deans should select **Manage Data** and choose a name from the drop-down menu. (You will have access to faculty members who are in your department/college.)

Manage Your Activities

Description

The Manage Your Activities utility gives you access to the DigitalMeasures **Activities Database Main Menu**. Activities are grouped logically from the viewpoint of the university faculty member.

First, there are 12 elements reserved for General Information. Then, there are six elements each for Teaching activities, Scholarship/Research/Creative Works, and Service respectively.

There are also links where the faculty member will provide commentary for the Annual Report and for her/his response (if desired) to the chair's evaluation.

There is also a link for the department chair (dean) to evaluate each faculty member (chair). Each of these elements will be described separately to ensure that you enter your information in the appropriate location.

Data Entry

When you first visit the **Activities Database Main Menu**, it would be beneficial to spend a few minutes looking through all the screens accessible from it.

To access a screen, click its name. Then click the **Add a New Item** button near the top to review the contents of that screen.

The screen also displays records that are already stored for that screen. There are three possible actions you can take from the resulting screen, although not all of these actions will always be available.

1. To add a new record in a given activity (in this case, Intellectual Contributions), click the **ADD A NEW ITEM** button near the top of the screen. A new, blank screen will appear into which you can add new relevant information.
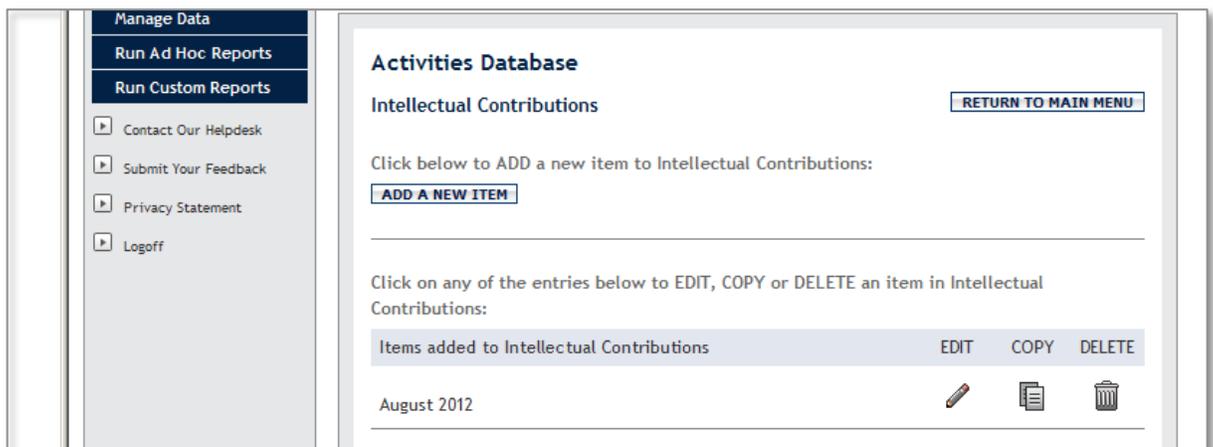
2. When you open an activity, if there are existing records (as shown above), they can be changed. You can perform three of the following actions:

a. EDIT: To view or edit an existing record, click the ✎ (pencil) icon to the right of the item. The screen for the entry will open up to allow changes.

b. COPY: This will allow you to move information from one screen to another without having to retype everything. Click the 📋 (copy) icon to copy it to a Word document. The screen will enlarge. Copy the whole page into the blank document. WARNING: Some lines may be incomplete. Next, open the screen where you wish to move the information, and copy the elements over one at a time.

c. DELETE: To delete a record, click the 🗑 (trash) icon to the right of the item.

3. Select one of the three buttons found at both the top and the bottom of the screen.

a. SAVE AND RETURN: Save your changes and return to the Main Menu.

b. SAVE AND ADD ANOTHER: Save your changes and add another of the same activity.

c. RETURN (CANCEL): Selecting this button will cancel the work you have entered. WARNING: If you select this button, any data entered will be lost.

4. Any activity added to your Faculty Career Portfolio in DigitalMeasures for which a given calendar year is selected will appear in the calendar year's annual report. In addition, any item where you have left the **End Date** blank assumes it is still ongoing, and will also appear on this Annual Report for the calendar year. (Annual Reports from FAIR are archived and can be accessed.)

Important Notes

Read Only
- Read-only items have an "R" next to the title.
- For read-only items that faculty can view but cannot edit or delete: these have been added to the system for you and have been set by your DigitalMeasures Administrator as read-only.
- If read-only items need revision, contact your department chair. Administrative staff within your college/department with the appropriate permissions can make changes to these items directly in Digital Measures.

Locked
- Locked items are similar to read-only items; faculty can view but not edit or delete them.
- These items have been uploaded from other UTSA databases, such as BANNER. An example of a set of locked items is information about your courses taught in the "Scheduled Teaching" screen.

- DigitalMeasures Administrators set items as locked. If locked items need revision, contact your department chair. Administrative staff within your college/department must make the revisions within the appropriate UTSA database, which will then be automatically updated after the next DigitalMeasures 'refresh.'

Other
- If you choose **Other** from a drop-down menu, fill in the **Explanation of Other** field below it, or the information will be blank on the vita.

Dates
- If an activity is still ongoing at the date of the vita, leave the **End Date** field blank. The DigitalMeasures program will insert **Present** in place of an end date.

Textbox Expansion
- You may see a blue arrow next to or under text boxes. Clicking the blue arrow makes the text box larger to provide you with more space. Once expanded, it can be minimized again by clicking the arrow again.
- Several of the text boxes within DigitalMeasures note to use 30 words or fewer in the description. This is only a recommendation. The text boxes can be expanded to hold up to 20,000 characters. Once you have completed typing, click the up arrow to the lower right of the expanded text box. It will return to its original size.
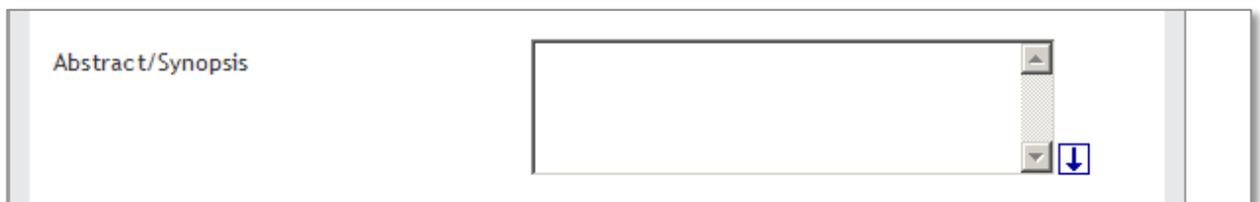
Punctuation
- Do not include formatting-type punctuation into text fields for titles, UNLESS the punctuation occurs in the middle of a title.
- DO include commas, a colon, a dash, etc. in the middle of the title, BUT DO NOT enter quotation marks around the title or periods/commas after the title.
- The vita is set up to format the information appropriately. Any additional punctuation that you include will result in duplicate punctuation marks on the vita that you will have to go back in and remove.

- o Correct use of punctuation:
  - San Antonio: America's Unique City
  - San Antonio – American's Unique City
- o Incorrect use of punctuation:
  - "San Antonio: America's Unique City"
  - San Antonio: America's Unique City.
  - San Antonio: America's Unique City,

Special Characters
- Whenever you need to use a special character in a text field, such as a Greek letter, a superscript, or a subscript, use the Microsoft Word **Insert** function.
  1. Open a Word document.
  2. Select the Insert tab near the top left of the screen.
  3. Click the small down arrow under the blue "**Ω**" icon above the word "Symbols" found on the far right-hand side to see your choices. (You may have to click it twice to open the pop-up box.) If the symbol is not in the original pop-up box, click **More Symbols** at the bottom of the pop-up box, then scroll until you find the symbol you need.
  4. Click the symbol you have chosen and hit the **Insert** button at the bottom of the Symbol pop-up screen.
  5. Copy the symbol from the Word document and paste either directly to the text field where you want the symbol or to the PasteBoard (see below). (WARNING: Using the various font choices under the "Home" tab will not allow you to successfully use special characters!) If you choose **Other** from a drop-down menu, fill in the **Explanation of Other** field below it, or the information will be blank on the vita.

Spell Check
- Google Toolbar (http://toolbar.google.com) and Yahoo Toolbar (http://toobar.yahoo.com) are two applications that have spell-check. These applications work with all of the websites you use, not just DigitalMeasures, allowing you to use the words you add to your custom dictionary with all sites you visit.

Customization
- The screens available from the **Manage Your Activities** tab and all of the fields in them have been customized for the University level, with input from faculty members from every college.

- The content of reports and screens can still be changed to meet college or department preferences. To propose changes, there must be consensus at the department or college level. Please forward the request to the DigitalMeasures Administrator.

Location of Faculty Activities in the Vita

The following pages identify where specific activities must be entered into your vita. The descriptions follow the order found on the **Activities Database Main Menu**.

General Information

Personal and Contact Information
This is a self-explanatory screen and the information is useful for a variety of reporting purposes.

Familiarize yourself with the screen, including the drop-down menus. All of the text fields on the lower half of the screen (Brief Biography, Undergraduate Courses Taught, Graduate Courses Taught, Teaching Interests, and Research Interests) can be used to populate your page in the college or department biographical link. If you want items in these text fields to appear as a list, be sure to hit "Enter" after each item. Otherwise they will appear in paragraph form. The information can also be used to connect with faculty members with similar interests. You can add your photograph by using the link at the bottom of the page to access a photo file.

Administrative Data

> **Permanent Data:** This has important benchmark dates in your career. Note that the items in this field are locked. This means that you cannot change these. If the information is wrong, contact your department chair. Once the department has made corrections in the appropriate UTSA databases, the information will be automatically updated after the next Digital Measures 'refresh'.

> **Yearly Data:** Familiarize yourself with the screen, including the drop-down menus. Much of this information is automatically loaded to represent your current year's assignment in PeopleSoft (when it is activated). If you are a member of the Graduate Faculty, check "Yes" in the drop-down menu. If you are not on leave during the year, choose "None" from the "On Leave?" drop-down menu. The AACSB information in the lower half of the screen is only relevant to College of Business faculty. Note that all the AACSB information is marked Read-only and can only be entered by the COB dean's office rather than by the faculty member.

Academic, Government, Industry, Military and Professional Positions
This screen should be used to enter both UTSA and non-UTSA university teaching positions you have held. It should also be used to enter P-12 teaching positions (useful for COEHD) and non-academic positions held, <u>current and past</u>.

Familiarize yourself with the screen, including the drop-down menus. COEHD should use the academic choices to document experience related to their teaching assignments. This screen should have experience information consistent with non-academic Faculty Credentialing information (another screen needed for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation). Add each job/different experience separately. Be sure to click the appropriate **Save…** button.

Administrative Assignments
If you have held or are holding an administrative assignment at UTSA or another institution, use this screen.

Familiarize yourself with the screen, including the drop-down menus. Review the drop-down menu for positions that fall into this category. Add each administrative position separately. Be sure to click the appropriate **Save…** button.

Awards, Honors, and Biographical Listings
Use this screen to provide details about all of your internal and external recognitions.

Familiarize yourself with the screen, including the drop-down menus. This information is occasionally requested by government entities or UT System. Add each item separately. Be sure to click the appropriate **Save…** button.

Consulting
Use this screen to provide details about all of your consulting engagements (paid and pro-bono).

Familiarize yourself with the screen, including the drop-down menus. Record each instance separately. Add each item separately. Be sure to click the appropriate **Save…** button.

Education and Faculty Credentialing
This is the official UTSA screen for SACSCOC Faculty Credentialing, but it also contains information about your completed degrees for your official UTSA vita.

Familiarize yourself with the screen, including the drop-down menus. If you do not include the date for each of your degrees, they will appear in alphabetical order rather than rank order on your vita. The date will not display on your official UTSA vita. If you must cite graduate coursework to qualify for SACSCOC credentials for your teaching assignment, enter each course separately in Section II. Section III must be completed by your department. DO NOT FILL IN THIS SECTION. The other sections are not editable. Be sure to click the appropriate Save...button.

Licensures and Certifications
Use this screen to record all formal licenses and certificates you hold or have held.

Familiarize yourself with the screen and the drop-down menu. Enter each certification or license separately. The date obtained will be the date you first received this license/certificate. The expiration date is self-explanatory. Add each item separately. Be sure to click the appropriate Save...button.

Media Contributions
Use this screen to provide details about all of your media activities (TV, radio, newspaper, magazine, internet, other).

Familiarize yourself with the screen, including the drop-down menus. For each instance, select the type of medium in which your activity occurred from the drop-down menu. Then, type the other information into the text fields, and select and type the date information. Record each activity separately. Be sure to click the appropriate Save...button.

Professional Memberships
Use this screen to identify memberships that do not fall under the professional or public service screens. An example might be membership in an organization through which you might be able to obtain faculty or professional development, but which you are not otherwise involved. If you contribute to the activities of the organization, use one of the two service screens.

Teaching

Scheduled Teaching
The courses you are assigned to teach during the semester are automatically loaded from Banner/ASAP. Each course is listed separately.

Familiarize yourself with the screen, including the drop-down menus. The "R" beside some items means that they are Read-only (see Important Notes for information about items marked Read-only).

There are also selections and information that can be entered by you. Make the appropriate selection from each drop-down menu.

There are three possible text fields for aspects of your teaching of the course. While the memory of your teaching experience for the course is fresh, provide a description in each of the text fields that applies. This information will <u>not</u> appear on the vita. However, it WILL appear in your Annual Report, which will serve as a reminder of special accomplishments for each course, and will save you time when you complete that report. Also, attach a copy of your syllabus by clicking on the "Store File" link, browsing until you find the vita, then clicking its title. It will be available for future reference once you click the appropriate **Save...** button.

Directed Student Learning (e.g., theses, dissertations)
This is the screen into which information for NONORGANIZED courses with which you were involved are listed. This screen should be used if the student(s) enrolled in a course for which <u>academic credit was earned on the transcript.</u>

Familiarize yourself with the screen, including the drop-down menus. If you are the instructor of record, the course you are assigned to supervise during the semester is automatically loaded from Banner/ASAP at the top of the screen.

In such cases, the "R" again indicates information you cannot edit. <u>However</u>, there are several additional fields you should select or fill out: "Involvement type" from the drop-down menu; "Explanation of Other" if you chose "Other" from the drop-down menu; and several fields in which you can provide information about the student with whom you are working.

If you are working with a student but are not the instructor of record (i.e., nothing shows up at the top of the screen), be sure to fill out the information at the bottom of the screen. This would generally happen, for instance, if you are serving on a dissertation or thesis committee, but are not the chair of the committee.

Your descriptions for the activity will not appear on your vita but WILL appear on your Annual Report. (If the student(s) with whom you worked did not earn academic credit use "Other Instructional Activities" below.) Be sure to click the appropriate **Save...** button.

Other Instructional Activities
This screen is reserved for any other instruction-related activities in which you engaged, for which student(s) do not earn academic credit hours.

Familiarize yourself with the screen, including the drop-down menus. Make sure the activity in which you have engaged does not fall into either of the two Teaching screens above. Your descriptions for the activity will not appear on your vita, but WILL appear on your Annual Report. Be sure to click the appropriate **Save...** button.

Academic Advising
This screen is appropriate for faculty who are assigned as the undergraduate or graduate advisor of record. If you are not an advisor of record, this is the location to identify students for whom you provided significant mentoring, and to describe the nature of your work with them.
Familiarize yourself with the screen, including the drop-down menus. Your descriptions for the activity will not appear on your vita, but WILL appear on your Annual Report. Be sure to click the appropriate Save...button.

Student Evaluations of Teaching
The summary student evaluation of teaching information from each course found on this screen is automatically loaded from UTSA's official student evaluation of teaching reports.

You cannot modify the screen but you can view the information. If the information is not consistent with the report you received for a course, notify the Office of the Vice Provost for Accountability and Institutional Effectiveness (VPAIE). This information WILL appear on your Annual Report.

Workload Information
Information about your formal workload assignment allocation and reasons for teaching releases is found on this screen.

The workload information on this screen is entered by your department. You cannot modify the screen but can view the information. If the information is incorrect, please notify your department chair. This information is used to weight the department chair (dean's) evaluation for each area of activity in which the faculty member (department chair) participated during the year.

Scholarship/Research/Creative Works

Artistic and Professional Performances and Exhibits:

This is the screen to use to describe artistic or music-related activities/works that have, at a minimum, been submitted/offered.

Familiarize yourself with the screen, including the drop-down menus. There are many fields to fill in or select (in the case of drop-down menus) to fully describe your work. Be sure to complete them all. Some fields assist with appropriate placement of the item on the vita; others are reflected in your Annual Report.

Please identify others who worked with you on the performance/exhibit, by clicking on the "Add another Performer/Exhibitor/Lecturer" link. *A new screen will open up that allows you to identify the person(s). If the person is at UTSA, you may select her or his name from the "Please select…" drop-down menu on the left. (Start typing the first letter of the last name to move through the drop-down menu more quickly). There is a 'diplomatic' drawback to selecting a name from the drop-down list. The information you provide about the contribution will also appear on the vita of the other contributor from UTSA. Only the original entry can be edited or deleted, so be careful to make sure all elements are accurate, and be sure to let your partner(s) know you have entered the citation for them.*

Alternatively, or if the co-contributor is NOT at UTSA, type the first name, the middle name or initial, and the last name in the blank fields below the "First Name", "Middle Name/Initial" and "Last Name" captions to the right of the drop-down menu. Add (one-at-a-time) as many performers, exhibitors, or lecturers as apply. You can re-order the names (whether you use the drop-down menu or enter them separately) to designate a first contributor other than yourself by clicking on the up and down arrows on the far right side of the gray bar that says "1st Author", "Second Author", etc . Click the up arrow to move a person's name up. Click the down arrow to move a person's name down. Names will appear in the order that you designate (i.e. first performer, second performer, etc.). When the status of the item changes, be sure to go in and select the new status from the drop-down menu (for example, from "Submitted" to "Completed"). This will move it to the appropriate new location in your vita. If the work is in progress and has NOT YET been submitted, use the "Scholarship/Research/Creative Works Currently in Progress" screen below. Be sure to click the appropriate **Save…** button.

Contracts, Fellowships, Grants, Sponsored Research and Residencies
This is the screen to use to describe activities/works you have, at a minimum, submitted a proposal for outside funding.

Familiarize yourself with the screen, including the drop-down menus. There are many fields to fill in or select (in the case of drop-down menus) to fully describe your work. Be sure to complete them all.

Some fields assist with appropriate placement of the item on the vita, others are reflected in your Annual Report. Please identify others who worked with you on the proposal by clicking the "Add another Investigator" link. (See detailed instructions in italics highlighted in yellow under "Artistic and Professional Performances and Exhibits for doing so.) When the status of the item changes, be sure to go in and select the new status from the drop-down menu (for example, from "Submitted" to "Completed").

If the proposal is in progress and has NOT YET been submitted, use the "Scholarship/Research/Creative Works Currently in Progress" screen below. This will move it to the appropriate new location in your vita. Be sure to click the appropriate Save...button.

Intellectual Contributions

This is the screen to use to describe non-artistic or non-musical written works you have, at a minimum, submitted for publication.

Familiarize yourself with the screen, including the drop-down menus. There are many fields to fill in or select (in the case of drop-down menus) to fully describe your work. Some fields assist with appropriate placement of the item on the vita, others are reflected in your Annual Report. Be sure to complete them all, with one exception - AACSB should be completed by faculty in the College of Business only. Please identify any co-authors, by clicking on the "Add another Author" link. (See detailed instructions in italics highlighted in yellow under "Artistic and Professional Performances and Exhibits" for doing so.) When the status of the item changes, be sure to go in and select the new status from the drop-down menu (for example, from "Submitted" to "Completed"). If the work is in progress and has NOT YET been submitted, use the "Scholarship/Research/Creative Works Currently in Progress" screen below. This will move it to the appropriate new location in your vita. Be sure to click the appropriate Save...button.

Intellectual Property (e.g., copyrights, patents)

This is the screen to use to describe intellectual property for which you hold a patent, copyright or similar protection.

Familiarize yourself with the screen, including the drop-down menus. There are many fields to fill in or select (in the case of drop-down menus) to fully describe your work.

Some fields assist with appropriate placement of the item on the vita, others are reflected in your Annual Report. Be sure to complete them all.

Please identify any additional inventors on the patent/copyright by clicking the "Add Another Inventor" link. (See detailed instructions in italics highlighted in yellow under "Artistic and Professional Performances and Exhibits" for doing so.)

If the work is in progress and has NOT YET been submitted, use the "Scholarship/Research/Creative Works Currently in Progress" screen below. Be sure to click the appropriate Save...button.

Presentations

This is the screen to use to describe works you have, at a minimum, submitted for presentation.

Familiarize yourself with the screen, including the drop-down menus. There are many fields to fill in or select (in the case of drop-down menus) to fully describe your work.

Some fields assist with appropriate placement of the item on the vita, others are reflected in your Annual Report. Be sure to complete them all. Please identify any co-presenters/authors by clicking on

the "Add another Presenter/Author" link. (See detailed instructions in italics highlighted in yellow under "Artistic and Professional Performances and Exhibits" for doing so.)

When the status of the item changes, be sure to go in and select the new status from the drop-down menu (for example, from "Submitted" to "Completed"). This will move it to the appropriate new location in your vita. If the work is in progress and has NOT YET been submitted, use the "Scholarship/Research/Creative Works Currently in Progress" screen below. Be sure to click the appropriate Save...button.

Scholarship/Research/Creative Works Currently in Progress
This is the screen to use to describe works you have been engaging in during the year, but have NOT YET submitted for exhibit, performance, publication, protection or presentation.

Familiarize yourself with the screen, including the drop-down menus. It is important to fill this out to show your complete efforts during the year. There are several fields to fill in or select (in the case of drop-down menus) to fully describe your work. Some fields assist with appropriate placement of the item on the vita, others are reflected in your Annual Report. Be sure to complete them all. Please identify any other collaborators by clicking on the "Add another Collaborator" link. (See detailed instructions in italics highlighted in yellow under "Artistic and Professional Performances and Exhibits" for doing so.) Be sure to click the appropriate Save...button.

When you submit the item, it needs to be moved from the "In Progress" screen to the appropriate activity. Click the item that has been submitted. Then click the "PASTEBOARD" tab at the bottom right of the screen. Copy all the descriptions you typed about the activity into the Pasteboard at the bottom of the screen. (Drop-down and radio button information cannot be copied.) Then open up the appropriate Scholarship/Research/Creative Work screen and copy the information into the fields in that screen. To avoid losing and having to re-type information from scratch, DO NOT DELETE the item in the In Progress screen until you are sure you have gotten all the information to the new screen. Once you are sure everything has been moved, you can delete the item by going back to the "In Progress" home screen and clicking on the TRASH CAN icon.